

ROUTING AND TRANSMITTAL SLIP

22 SEPT 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF PERSONNEL			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - FOR APPROPRIATE ACTION.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
ADDA	
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

MINISTRY
FILE: 20-1

EXECUTIVE SECRETARIAT **ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO		X		
15	D/PERS		X		
16	VC/NIC				
17					
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SUSPENSE _____
Date _____

Remarks

Executive Secretary

19 SEP 86

Date

3637 (10-81)

STAT

COMBINED FEDERAL CAMPAIGN

OF THE NATIONAL CAPITAL AREA

Executive Registry

86- 3194X/5

Francis W. Marchand, Jr.
Director

Phyllis P. Fleming
Associate Director

Kristin J. Oliver
Associate Director

TO: 1987 Combined Federal Campaign Leaders

FROM: Frank Marchand *F.M.*


SUBJECT: PLANS FOR THE 1987 COMBINED FEDERAL CAMPAIGN

DATE: September 9, 1986

The 1987 Combined Federal Campaign is now under way! President Reagan announced his appointment of the Honorable William E. Brock, Secretary of Labor, to be this year's General Campaign Chairman for the CFC of the National Capital Area. Secretary Brock has recruited the Vice Chairpersons for the campaign, and the Loaned Executives, recruited by the Honorable James A. Baker, III, Secretary of the Treasury have been trained and are ready to take on their assignments.

The purpose of this memo is to share with you information which is important in the planning of your own campaign.

STAT

1. Your Loaned Executive,  is available now to help with campaign planning. You may reach your Loaned Executive at 488-2087.

SUMMARY OF ACTION ITEMS AND KEY DATES

CFC Kickoff, 10 - 11 a.m., September 25, 1986. (PLEASE NOTE THAT THIS IS A NEW DATE. IT IS A CHANGE FROM SEPTEMBER 18TH, THE DATE WHICH WAS PREVIOUSLY ANNOUNCED). Tickets are available now from your Loaned Executive. Call 488-2087 for information.

New Campaign Procedure:

This year, the head of each Department and Agency will be sending a letter of commitment to Secretary Brock including the announcement of a goal and a strategy for reaching that goal. Your Loaned Executive has special stationery for this purpose and a sample format for your guidance.



2100 M STREET, N.W., SUITE LL-14, WASHINGTON, D.C. 20037-1298 • (202) 488-2087

All campaign supplies will be available the last week of September. Your Loaned Executive will arrange the quickest possible delivery. If you have a special need for specific campaign items, call PFC Troy Pendleton at CFC Headquarters, 488-2087.

Campaign Planners' Workshops have been scheduled for September 18, 19, and 22. Special "in-house" workshops for large departments and agencies will be arranged. Sign up for a workshop by calling your Loaned Executive.

Weekly verbal report dates: EVERY WEDNESDAY BY NOON, from October 1 through November 19. These reports should reflect verbal reports from all keyworkers not just reports received via report envelopes turned in. Reports should be given by phone to your Loaned Executive. A final pre-Victory Luncheon report is due Friday, November 21, 1986.

Victory Luncheon, November 25, International Ballroom of the Washington Hilton Hotel.

STAT

2. Your reporting number(s) is:
It is essential that your reporting number be written on every pledge card, reporting form and envelope to insure an accurate accounting and audit of your campaign.
3. Campaign report envelopes (including report form 140; pledge card audit copies, copy #3; cash, checks and confidential gift envelopes) may be turned in at two locations:

95 M Street, S.W., the United Way of the National Capital Area. There is free parking in a lot directly in front of the building. We ask that you turn in your reports here if at all possible, because this is the CFC Central Receipt Point and is best able to process your reports quickly. Hours are 9:00 a.m. to 4:00 p.m. Please arrive by 3:00 p.m. if you have a large report.

Pentagon Concourse Branch of the Sovran Bank.
Hours are 9:00 a.m. to 3:00 p.m.

Be sure to turn in reports promptly throughout the campaign. We receive many complaints each year from persons whose checks are not processed until weeks after they are written. We process all checks within 48 hours after we receive report envelopes. Do not wait until your campaign is completed before turning in report envelopes. Make certain you receive and retain an

official CFC receipt for every report envelope turned in. It is your only proof of funds turned in. Your receipts may be invaluable to you and us if, for example, a report envelope is credited to another organization due to a computer key punch error.

4. 1987 CFC goal - \$22.1 Million

Acting on Secretary Brock's recommendation, the Federal Fund Raising Coordinating Committee has set the 1987 goal at \$22.1 million. The goal represents an increase of 10 percent over the achievement of last fall's CFC and reflects both the need for voluntary dollar support and the realistic potential for success in this fall's campaign.

Each department and agency will again this year be asked to set its own goal based on its own potential for achievement. Your Loaned Executive will present you with information regarding your organization's campaign experience and potential to aid in the goal setting process.

5. Campaign Planner's Workshops

These are two-hour "nuts-and-bolts" sessions on techniques for planning and managing unit-wide campaigns. We limit attendance to 30 at each workshop to insure an opportunity for discussion of individual problems and needs.

We will conduct general workshops for Vice Chairmen and Coordinators/Administrators from various agencies on these dates:

Thursday, Sept. 18	-	9:30 - 11:30 a.m.
Thursday, Sept. 18	-	1:30 - 3:30 p.m.
Friday, Sept. 19	-	9:30 - 11:30 p.m.
Friday, Sept. 19	-	1:30 - 3:30 p.m.
Monday, Sept. 22	-	1:30 - 3:30 p.m.

Call your Loaned Executive at 488-2087 to sign up for a general workshop. "In-house" workshops may be scheduled for Coordinators/Administrators of units within single departments and larger agencies. Plan these workshops with your Loaned Executive.

6. CFC Headquarters and Staff

CFC Headquarters is at 2100 M Street, N.W., Room 14, Lower Level. To reach our office, enter the building lobby on the 21st Street side, take the elevator down to the lower level and follow the signs. CFC staff and many Loaned Executives will be working from this

location. CFC staff members are:

Director, Frank Marchand
Associate Director - Campaign, Phyllis Fleming
Associate Director - Communications, Kristin Oliver
Campaign Associate, Jim Frye
Administrative Assistant, Edith Parrish

The central telephone for all Loaned Executives and staff is 488-2087.

7. General Campaign Film - "Just a Dream Away"

Those who have seen this year's campaign film are saying it is the best ever made. This ten-minute film, narrated by Ricardo Montalban, is a deeply moving film which will make a great difference in your campaign results IF you make arrangements to show it to all employees.

It is available in 16mm and Super 8mm Fairchild cartridge prints. Fairchild Super 8mm projectors are also available. To obtain prints and projectors call your Loaned Executive. Video tape masters are also available in several formats. Call your Loaned Executive to make arrangements to borrow a video tape master.

8. Tours of CFC Agencies

Nothing is more motivational for campaign leaders and keyworkers than seeing CFC dollars at work in CFC supported agencies. To arrange tours of CFC supported agencies, call your Loaned Executive.

FWM/llt